



City of Eureka
Invites Applications For
ASSISTANT FIRE CHIEF

PERSONNEL DEPARTMENT
531 K Street
Eureka, CA 95501
(707) 441-4124

24 Hour Job Line
(707) 441-4134
www.ci.eureka.ca.gov

Monthly Salary: \$5444 - \$6620*

(There are 5 steps in the salary range and an appointment can be made at any step depending on qualifications).

* Plus 10% Additional Duty Compensation – CalPERS Eligible

* No Social Security Deduction

Final Filing Date: July 6, 2007

General Statement of Duties

The Assistant Fire Chief plans, administers, and directs all functions and activities of one of the following divisions of the City's Fire Department: Operations or Prevention. Performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, administer, and direct all functions and activities of an assigned division within the City's Fire Department. The work is performed under the supervision and direction of the Fire Chief, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned divisional personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and fire station environment and a variety of City locations involved in fire suppression and prevention.

Examples of Essential Work (Illustrative Only)

If assigned to Operations Division: administers and manages all functions of the Operations Division, including planning and directing fire station activities, ensuring equipment maintenance, implementing service standards and code compliance, assigning and reviewing fire company work plans and projects, supervising, directing, and evaluating assigned personnel, addressing concerns from the public and from employees, participating in the development of related divisional budgets, and reviewing various reports; as rotational Duty Chief, provides command and control to incidents occurring in the Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision; manages the Department's comprehensive training program, including developing program direction, goals, objectives, policies, and procedures, overseeing duties of the Training Officer, participating in local, regional, and state training associations, overseeing training budget, and preparing related reports; plans, organizes, and directs operations of various Department programs such as Technical Rescue and Volunteer Firefighters programs, including administering and managing program operations and monitoring program success in meeting established goals and objectives; administers, manages, and coordinates City Emergency Operations Center and Disaster Preparedness, including planning, organizing, and directing related functions and participating in staff training, emergency plan development, and emergency operations.

If assigned to Prevention Division: administers the enforcement of fire codes, ordinances, and laws as established by the City and State, including developing and implementing procedures and policies related to investigations, inspections and service, providing direction to personnel, reviewing reports to ensure compliance, issuing citations, and compiling related statistical information and reports; administers and directs development and implementation of procedural methods and practices for the Fire Prevention Bureau activities such as fire education, Hazardous Materials, and investigations, including reviewing engine companies' methods and procedures, developing and directing staff in presenting fire education programs, overseeing all aspects of fire investigations, developing policies, conducting inspections, reviewing applications, and meeting with various entities regarding fire and life issues and fire codes as they pertain to construction/community development, reviewing plan checks, and interpreting various fire codes; supervises, plans and coordinates Fire Department operations and activities in conjunction with the Fire Chief, including recommending, developing and implementing procedural and policy improvements, coordinating events and activities as assigned, providing technical data and research information for presentations and reports, preparing, administering, and overseeing related budgets, and directing and participating in personnel management; as rotational Duty Chief, provides command and control to incidents occurring in the Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision; represents the City and Fire Department in development and construction activities that affect the City's Fire and Loss Management programs, including attending meetings, reviewing proposals and projects for code compliance, presenting recommendations, and coordinating/communicating with various entities regarding related issues.

For all functional areas of assignment: assumes role and responsibilities of Fire Chief in his/her absence, including applying departmental policies and procedures regarding personnel issues, department commitments and the Emergency Operations Center and meeting with various entities regarding related issues; conducts and coordinates contract negotiations for special services, including drafting contracts and proposals and meeting with related entities in developing

contracts; provides needed information and demonstrations to City employees and the public regarding fire safety and related issues; keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas; responds to questions and comments from the public in a courteous and timely manner; communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

Knowledge of : Federal, State, and City codes and regulations including the Uniform Fire Code and ISO grading schedule; principles, practices, procedures, equipment, and apparatuses used in firefighting, rescue, and various other emergency responses; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of department administration and fire science including fire prevention, inspection, and investigation services and programs, and modern fire suppression techniques and delivery methods; municipal budget development and financial accounting practices; geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels (have or will obtain within one year of appointment); first aid, CPR and other basic medical assistance techniques; principles of supervision, training and performance evaluation; incident command theory.

Ability to: plan, organize, direct, and coordinate the work of professional and technical personnel and delegate authority and responsibility; select, supervise, train, and evaluate staff; provide administrative and professional leadership and direction for the Fire Department; identify and respond to community and City Council issues, concerns, and needs; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services; plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous material emergencies operations and activities; properly interpret and make decisions in accordance with laws, regulations and policies; meet the physical requirements necessary to safety and effectively perform the assigned duties quickly and calmly in emergencies; prepare and administer a divisional budget; allocate limited resources in a cost effective manner; analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; interpret and apply Federal, State and local policies, procedures, laws, and regulations; communicate effectively with others, both orally and in writing, using both technical and non-technical language; understand and follow oral and/or written policies, procedures, and instructions; prepare and present accurate and reliable reports containing findings and recommendations; operate a personal computer using standard or customized software applications appropriate to assigned tasks; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Four to six years of increasing responsibility in the areas of municipal fire suppression, prevention, supervision, management, and administrative experience equivalent to the level of Fire Captain or above as performed at the City of Eureka.

Required Special Qualifications

- Valid Class C California State Driver's License;
- EMT-1 California Certification within six months of appointment;
- A valid California Certified Fire Officer Certificate or equivalent;
- Valid Emergency Medical Technician Defibrillation Certificate;
- First Responder Operations Certificate within six months of appointment;
- First Responder Operations Decontamination Certificate within six months of appointment.

Desirable Qualifications

- **A Bachelor's Degree in Fire Science, Fire Administration or Business Administration**
- **State Board of Fire Services CA Certified Chief Officer**
- **Executive Fire Officer**
- **State Board of Fire Services Certified Fire Prevention Officer 1**
- **State Board of Fire Services Certified Fire Investigator 1**
- **California experience is desirable, but not necessary to apply**

Essential Physical Abilities

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively; sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to operate a vehicle, perform fire prevention, fire suppression, and related operations, and review a wide variety of materials in electronic or hardcopy form; sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, and other related office equipment and use firefighting equipment in emergency situations; sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position; sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City locations and efficiently and effectively carry out all physical duties involved in fire suppression and prevention.

BENEFITS

DUTY CHIEF - 10% salary adjustment for working 1/3 of the duty chief requirement – CalPERS eligible.

RETIREMENT - PERS (3% at 50) - NOTE: Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to, www.socialsecurity.gov/form1945.

MEDICAL - The City's workers' compensation coverage is self-funded. Medical coverage for employees and eligible dependents is provided through REMIF/Blue Cross. A majority of the health insurance premium is paid by the City; the remainder is paid by the employee. Dental and Vision coverage is paid by the City.

VACATION - Vacation is accumulated at 1 day per month upon employment and increases with time in service. The maximum accrual is 44 days. Vacation buyback may be available, except for Fire management.

SICK LEAVE - Sick Leave is accrued at 1 day per month with no limit. A total of nine days of Family Sick Leave are allowed per year. Three of these days are deducted from a Family Sick Leave bank and six days are deducted from employee's accrued sick leave. An employee may be allowed Family Death Leave up to 3 days per incident. This is not accruable.

HOLIDAYS - The City pays for 10 fixed holidays per year, in addition to 3 floating holidays.

LIFE INSURANCE - The City pays the premium on a \$10,000 life insurance policy for the employee, including dependent coverage at \$1,000 each.

UNIFORM ALLOWANCE - Employees in this classification receive a \$550 uniform allowance for the maintenance, repair, and replacement of a required uniform.

ADDITIONAL BENEFITS - Other benefits include optional participation in deferred compensation plans, City-paid membership in an Employee Assistance Program (EAP) for the employee and eligible dependents, free membership at the Adorni Recreation Center and discounted membership for spouse and dependent children, an educational reimbursement program, and optional participation in supplemental health coverages through AFLAC.

Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

The Selection Process

The most qualified candidates will be invited to an assessment center examination tentatively scheduled for the week of July 23, 2007. This will be a two-day process, and detailed information will be sent out at a later date. The resulting eligibility list will be used to fill any promotional Assistant Fire Chief vacancies.

If desired, you may submit a maximum two page summary listing your qualifications (certificates, training, etc.).

Application materials are available from:
City of Eureka, Personnel Department, 531 K Street, Eureka, CA 95501-1165
(707) 441-4134 (24 hour recording)
or apply online at www.ci.eureka.ca.gov

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. The City of Eureka is an Equal Opportunity Employer, and does not discriminate on the basis of handicap status in the admission, access to, treatment, or employment for its programs, or activities, whether funded by the City or by grants. Women, persons with disabilities, and minorities are encouraged to apply.

In accordance with the Americans With Disabilities Act (ADA), the Personnel Department will make reasonable efforts in the examination process to accommodate people with special physical or mental requirements. If you have special needs, please call (707) 441-4124 prior to the examination date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

Exact title of the position for which you are applying: **ASSISTANT FIRE CHIEF** Date: _____

CITY OF EUREKA APPLICANT QUESTIONNAIRE

The City of Eureka is asking all applicants for employment to complete the information on this Applicant Questionnaire in order to comply with United States Government Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts.

The information, which you provide voluntarily, will be detached from your application upon submission and will be kept separate and confidential. It will not be utilized other than as described above.

The City of Eureka is an equal opportunity employer. If you feel you have been treated unfairly or discriminated against because of race, color, national origin, sex, age, or disability, please contact the City's Personnel Office at (707)441-4124.

The Personnel Department will make reasonable efforts in the examination process to accommodate people with special physical or mental requirements. If you have special needs, please call (707)441-4124 prior to the examination date.

When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

Please review the following list of disabilities and definitions. Please identify your specific disability(ies) by checking the appropriate line(s):

_____ **VISUAL:** Persons who are legally blind in one or both eyes and persons whose visual acuity even after correction (eye glasses or contact lenses) is 20/200 visual acuity or restricted in the visual field to 20 degrees.

_____ **HEARING:** Persons with total deafness or inability to hear a normal conversation and/or use a telephone without the aid of an assistive device.

_____ **SPEECH:** Persons with speech impairments when speech is unintelligible in normal conversation.

_____ **PHYSICAL:** Persons with orthopedic impairments, amputations, or functional limitations if there is: (a) loss or significant impairment of one or both arms; (b) loss or significant impairment of one or both legs; and (c) impairment of the trunk, back, or spine, when there is a medically diagnosed disability which limits one or more major activities.

_____ **DEVELOPMENT:** Persons who meet the legal definition or have been identified as having a developmental disability. This includes, but not limited to, disabilities such as autism, cerebral palsy, epilepsy, mental retardation, and other neurological impairment.

_____ **OTHER:** (Specify) _____

Ethnic Origin (Please check ONE):

_____ **WHITE:** All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

_____ **BLACK:** All persons having origins in any of the Black racial groups.

_____ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **ASIAN or PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, Samoa, and the Philippine Islands.

_____ **AMERICAN INDIAN or ALASKA NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_____ **OTHER:** _____

Date of Birth: Month _____ Day _____ Year _____

Are you age 40 or older? Yes _____ No _____ **Are you:** Male _____ Female _____

How did you learn about this position?

- | | |
|--|--|
| <input type="checkbox"/> Advertisement (specify) _____ | <input type="checkbox"/> Friend or Colleague |
| <input type="checkbox"/> Community Agency (specify) _____ | <input type="checkbox"/> Job Line |
| <input type="checkbox"/> Website (specify) _____ | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Professional Organization (specify) _____ | |



City of Eureka
Personnel Department
531 K Street
Eureka, CA 95501

Application for the Position Of:
ASSISTANT FIRE CHIEF

Applicant Instructions: Please read the recruitment announcement for the position desired. If you possess the qualifications for the job, show clearly on this application all previous education, training and work experience which qualify you. Please type or print in ink. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove you from employment.

PERSONAL INFORMATION

Name (Last, First, Middle)	Area Code	Home Telephone
Mailing Address	Area Code	Work Telephone
City, State & Zip	Correspond with me by Email: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	E-Mail	
Do you have a valid Driver's License? Yes _____ No _____	Social Security Number	
State: Number: Class: Expiration:		

EDUCATION AND TRAINING

Do you have a High School Diploma, G.E.D., or CA High School Proficiency Cert.? ____ No ____ Yes

NAMES OF COLLEGES/UNIVERSITIES ATTENDED	Dates Attended	Course of Study	Degree		Credits		Type of Degree	Graduation Date
			Awarded	Achieved	Semester	Quarter		
			Yes	No				

OTHER RELEVANT COURSES AND TRAINING	NAME AND LOCATION	LENGTH OF COURSE	DATE COMPLETED

PROFESSIONAL LICENSES AND/OR CERTIFICATES	SERIAL NUMBER	DATE ISSUED	EXPIRATION DATE

QUALIFYING EXPERIENCE: List your job experience below. Begin with your most recent position and account for all experience within the past 10 years, whether related to the position you are applying for or not. Voluntary, non-paid experience will be accepted if job related. List all jobs separately and full explain the duties you performed. You may attach additional sheets if necessary. Failure to complete all required information will cause your application to be rejected.

FROM _____ TO _____	Title of Your Position: _____
Name and Address of Employer: _____ _____ _____	Duties You Performed: _____ _____ _____ _____ _____
Phone Number: _____	Number supervised (if any) _____ No. of Hours per week: _____
Name of Supervisor: _____	Salary \$ _____ Hour _____ Week _____ Month _____
Reason for Leaving: _____	

FROM _____ TO _____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor: _____ Reason for Leaving: _____	Title of Your Position: _____ Duties You Performed: _____ _____ _____ _____ Number supervised (if any) _____ No. of Hours per week: _____ Salary \$ _____ Hour _____ Week _____ Month _____
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FROM _____ TO _____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor: _____ Reason for Leaving: _____	Title of Your Position: _____ Duties You Performed: _____ _____ _____ _____ Number supervised (if any) _____ No. of Hours per week: _____ Salary \$ _____ Hour _____ Week _____ Month _____
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FROM _____ TO _____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor: _____ Reason for Leaving: _____	Title of Your Position: _____ Duties You Performed: _____ _____ _____ _____ Number supervised (if any) _____ No. of Hours per week: _____ Salary \$ _____ Hour _____ Week _____ Month _____
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A "YES" ANSWER TO ANY OF THE NEXT 3 QUESTIONS REQUIRES AN EXPLANATION BELOW

A. Have you ever been employed by the City of Eureka: ____ Yes ____ No From _____ to _____ Department _____ B. Are you related to anyone currently employed by the City of Eureka? ____ Yes ____ No Name _____ Department _____	C. Have you ever been convicted as an adult for any violation of the law? ____ Yes ____ No Provide dates, location(s), and penalties. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Codes §11357 (b) or (c), §11360 (b), §11364, §11365, and §11550 as related to marijuana. Also exclude any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated (e.g., juvenile offense records sealed pursuant to Welfare and Institutions Code §389 and Penal Code §851.7 or §1203.45); any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code §1203.4; or any arrest for which a pretrial diversion program has been successfully completed pursuant to Penal Code §1000.5 and §1001.5. Conviction is not necessarily a bar to employment. Each case will be given individual consideration. Failure to list all convictions other than those excluded above may disqualify you from further consideration.
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ADDITIONAL INFORMATION: Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience that are pertinent to the job you are seeking.

CERTIFICATE OF APPLICANT- PLEASE READ CAREFULLY

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior record to the City of Eureka through inquiries to any sources. I certify that all statements in this application are true and complete: that there are no misrepresentations, falsifications, or omissions of material fact and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition for employment, I may be required to take and pass medical and psychological tests including drug and alcohol screening. I further understand that to work with youth I will be fingerprinted prior to my employment.	
Signature: _____	Date: _____

**SUPPLEMENTAL APPLICATION FORM
ASSISTANT FIRE CHIEF**

This supplemental questionnaire will be used to help evaluate your application for continued participation in the selection process. Please include your name and the title of the position you are applying for on the upper right hand corner of each page you attach.

Responses to questions shall be typed, double-spaced, single-sided pages with a maximum of 2 pages per question in 12 point font, and typing margins may not be smaller than ½ (.5) inch.

1. Describe what you believe is the most effective accountability system for a decentralized fire department. Include your experience with empowerment and accountability in managing programs and completing projects to accomplish departmental goals.
2. What steps would you take to develop relationships (internal and external) that you believe are necessary for your success and the department's success?
3. Describe your most difficult fire service personnel issue, the role you played and the outcome (do not use the names of any individuals).
4. Describe how to establish and maintain good morale with a multi-generational and inexperienced workforce.